

## Receptionist

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Company: The Recruitment Group

Location: Cowley

Category: management

We are working with an innovative and fast-expanding business near Littlemore to recruit a Receptionist to join their friendly team.

Our client is looking for an enthusiastic, professional and communicative individual to be the first point of contact to all visitors.

### Responsibilities:

- . Answering the switchboard in a friendly and professional manner
- . Directing calls to the appropriate individuals or taking messages and relaying them accurately
- . Receive packages and direct to the relevant department
- . Manage the conference rooms, book meetings and liaise with other departments to organise IT and hospitality requirements
- . Carry out general administrative tasks

This is a fast-paced and busy role, so you must be prepared to work at speed. We are looking for an individual with good administration and customer service experience, who has strong IT skills.

### Benefits include:

- . 25 days holiday + BH
- . Enhanced pension
- . Free breakfast, lunch, snacks and drinks

- . Employee Assistant Programme
- . Free Parking

Hours are 8:30 - 17:00 Monday to Friday, and some flexibility is required when events are on.

If you would like to know how we will store and process your data, please visit The Recruitment Groups home page to read our GDPR Data Protection Statement.

For more information and to apply, get in touch with our Oxford branch or click 'Apply Now' to submit your application.

We wish you the best of luck in your job search!

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#### Cross References and Citations:

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